

**BLET REVISION COMMITTEE
MEETING MINUTES
April 11, 2014
Western Piedmont Community College
Morganton, NC**

Jennifer Fisher called the meeting to order at 10:00 a.m. and thanked Steve Warren for hosting the April 11, 2014 BLET Revision Committee meeting. Members and guests introduced themselves. Janet Dunn called the roll.

Members Present:

Nancy Bennett (arrived at 10:05 a.m.)
Mack Creson
Jason Godwin
Louis Ingram (arrived at 10:05 a.m.)
Wrenn Johnson
Wayne Lamm
Randy Shepherd
Steve Warren
Trevor Allen, CJ Standards Division

Members Absent:

Craig Worley
Jeffrey Robinson
Sammy Turner

Ex-Officio Members Absent:

Julia Lohman, Sheriffs' Standards Division
Autumn Hanna, Sheriffs' Standards Division
Steve Combs, CJ Standards Division
David Shick, Legal Counsel

Staff Present:

Jennifer Fisher, NC Justice Academy
Janet Dunn, NC Justice Academy
Wayne Ayers, NC Justice Academy

Visitors Present:

Michael Register, CJ Standards Division
Nathan Mizell, Nash Community College
Aaron Vassey, Cleveland Community College
Gordon Knight, Mitchell Community College
Tina Fleming, Mitchell Community College
Martin Hicks, Western Piedmont Community College
Joey Sorrells, Asheville Police Department

OLD BUSINESS

POPAT Re-Validation Project Update (Update provided by John Combs via Jennifer Fisher)

An anticipated timeline to implement the new POPAT course is January 2015. The impact analysis is about 50 percent complete and the initial analysis has been completed where it was determined the acceptable time for the course. Validation of the times is being conducted now by testing males/females/old/young. Anticipation testing 116 recruits to validate those times. Once the impact analysis is complete, a meeting will be held with the POPAT re-validation subcommittee to discuss the process and then move forward with the implementation process.

Mr. Wayne Ayers advised the committee that he is able to address any questions or concerns. Several members expressed concerns regarding the gym requirement, indoor format, and equipment. Discussion was held regarding the equipment list that had been supplied to the field; concerns over costs, vendor, etc. Mr. Ayers informed that the list provided was an itemized list; just a guide for planning purposes. Gordon Knight expressed concerns over ensuring that the POPAT is a trainable course.

Curriculum Revisions

Orientation: Minor revisions. Revised re-testing language; updated information regarding Form F-3. Page 16: ~~If you fail the re-examination or if you score below seventy percent (70%) on three or more than two units you must retake the training it its entirety.~~ Trevor Allen advised it should read, "If you fail the re-examination or if you score below seventy percent (70%) on ~~three or more than two~~ any units you must retake the training it its entirety." Jason Godwin made a **motion** to accept the proposed revisions, to include the recommended rewording. Mack Creson **seconded**. **Motion carried.**

Ethics: Minor revisions. Steve Warren made a **motion** to accept the proposed revisions. Louis Ingram **seconded**. **Motion carried.**

Arrest Search & Seizure: Added information regarding "discovery" as requested by a group of district attorneys. This information is very similar to what is already in the *Victims* block, which was previously added. Wayne Lamm made a **motion** to accept the proposed revisions. Randy Shepherd **seconded**. **Motion carried.**

Elements of Criminal Law: Major revision. Ms. Gayle Kemp, NCJA Legal staff, reviewed and updated the block, adding information on violation of a domestic violence protective order. This change affected the training objectives as well as reworded the training objectives. Deleted Training Objective 2 individually, but combined it when rewriting the first training objective. Steve Warren made a **motion** to accept the proposed revisions. Nancy Bennett **seconded**. **Motion carried.**

Radio Procedures: Material was reviewed by Susan Gillis, NCJA Telecommunicator subject matter expert, and updated the material to include some introductory information on NCAWARE as well as CJLEADS. Some of the older information was updated; walkie-talkies changed to radios, etc. Randy Shepherd made a **motion** to accept the proposed revisions. Louis Ingram **seconded**. **Motion carried.**

Interviews: Field and In-Custody: Major revision. Changed the 5th Training Objective: ~~"Given a videotaped cognitive interview of a deceptive subject, review the video and properly identify the deception, using the cognitive interviewing technique.~~ In a practical exercise, demonstrate the ability to conduct a cognitive interview using the interviewing skills learned during this block of instruction." Since the video is so outdated, recommended replacing the video with a practical exercise.

- * Wayne Lamm expressed concerns over getting the quality of training through a demonstration as compared to using the video, although the video is dated.
- * Mrs. Fisher expressed concerns over being able to script someone acting out an actual deceptive behavior, and making it appear realistic. However, Mr. Ayers advised that if the committee wanted a new video, one could be done. Mrs. Fisher further advised that it would not be ready for the January 2015 revision cycle, but possibly July 2015. With the current revision to Training Objective 5, Mrs. Fisher hopes that it would encourage a qualified instructor to be able to properly demonstrate that interview technique.

Updated the practical exercise handout from Zenith TV to computer; in line with modern technology.

- * Jason Godwin noted that on Instructor Notes page, 4. B. (7) [page 7] — “One instructor per twelve students, or portion thereof, is required to complete this instructional segment.” Recommendation to make the Course Management Guide coincide with this statement.

Randy Shepherd made the **motion** to accept the proposed changes, except the rewording of Training Objective 5 removing the video—keep video in the curriculum until a new one is made. Therefore, Training Objective 5 remains as currently written. Louis Ingram **seconded**. **Motion carried**.

SC/AT: Received request from CJ Standards representatives about adding some notes throughout the lesson plan about retaining copies of the evaluation forms in the student files. Added the statement: “This lesson requires performance testing. Performance testing is documented on the attached evaluation form **and must be retained in the student’s permanent file.**” Also added a paragraph relating to punches per John Combs recommendation. Wayne Lamm made a **motion** to accept the proposed changes. Jason Godwin **seconded**. **Motion carried**.

Criminal Investigation: Nancy Gregory, NC State Crime Laboratory, reviewed and updated this block. Provided new SBI Evidence Guide; an updated handout. An additional revision was made after the CDs were mailed to the members – printed copies provided to members at the meeting. Added the statement: “**The student evaluation sheets shall be retained in the student’s permanent file.**” There are two handout revisions: (1) regarding the lifting/processing of latent finger prints, to be revised to state, “Lifts latent prints;” or (2) combine the four scenarios into one form instead of having four separate forms, one for each scenario. Members liked the combined form and recommended using it. Wayne Lamm made a **motion** to accept the proposed changes, to include using the combined scenario form. Randy Shepherd **seconded**. **Motion carried**.

Motor Vehicle Law: Revisions include updating based on the General Statutes updates, matching language. Added information about motorcycle crimes (starting on page 127) and unsafe movement. Updated information for DCI to DCIN. Updated SBI-5 handout form. An additional revision was made after the CD was mailed to the members – new state citation (updated handout from AOC). Louis Ingram made a **motion** to accept the proposed revisions. Randy Shepherd **seconded**. **Motion carried**.

Crime Prevention Techniques: Major revision. Change Training Objective 7 – “Describe the role of the **law enforcement officer as the** crime prevention practitioner as a consultant who communicates security survey findings and recommendations.” Updated information within the lesson plan, deleting some of the “old, old” history and added information about school violence. Randy Shepherd made the **motion** to accept the proposed revisions. Nancy Bennett **seconded**. **Motion carried**.

Domestic Violence: Catherine Johnson, NCJA subject matter expert, reviewed and made recommendations. Additional revision made following the mailing to the CDs to the members – dual arrests statement was changed to: “...must impress upon students that dual arrests **are not best practice and should not be made if at all possible.**” Updated to include some electronic evidence information.

- * Jason Godwin: Page 17 – “...**intoxicated alleges that the female is a “smoocher”**” Recommends that “smoocher” be changed to “freeloader.”
- * Jason Godwin: Page 11 and 55 – ““...must impress upon students that dual arrests **are not best practice and should not be made if at all possible.**” Recommends that the statements be corrected to read: “...that dual arrests **are not best practice.**”

Also, a change was made to role players (page 12), “At least ~~two~~ **three** additional role players (~~one male, one female~~ **scenarios include traditional and non-traditional relationships**).” Safety Briefing forms have also been revised to include a “Lead Instructor Signature” line. Role players, although they may be instructors, are also required to sign the safety briefing forms. Mack Creson made a **motion** to accept the proposed revisions, to include the noted modifications. Jason Godwin **seconded. Motion carried.**

Techniques of Traffic Law Enforcement: Contains statements about retaining the forms in the students’ permanent files as well as the revision to the safety briefing form requiring the instructor signature. There are also a couple of additional handouts in the additional handouts folder (provided to members at the meeting), the state citation forms. Wayne Lamm made a **motion** to accept the proposed revisions. Randy Shepherd **seconded. Motion carried.**

In-Custody Transportation: Contains statements about retaining the forms in the students’ permanent files. DCI was changed to DCIN. Safety briefing form updated to require instructor signature.

- * Randy Shepherd – DCI Arrest form is blurry – requested an updated form.

Randy Shepherd made a **motion** to accept the proposed revisions. Steve Warren **seconded. Motion carried.**

Explosives and Hazardous Materials: Revisions include an updated MSDS sheets to Safety Data Sheets (SDS) per OSHA. Revision also made to handouts; new SDS handout replacing MSDS. Louis Ingram made the **motion** to accept the proposed revisions. Randy Shepherd **seconded. Motion carried.**

Crowd Management: Clarification made to instructor note on page 25 regarding videos that were optional and required. Randy Shepherd made the **motion** to accept the proposed revisions. Nancy Bennett **seconded. Motion carried.**

Patrol Techniques: Gary Dudley, NC Justice Academy, reviewed and revised this block. Mr. Dudley presented the revisions via phone. Credit was extended to Mr. Hicks for his assistance. Added information regarding animal abuse/cruelty. Removed information concerning vehicle inspections since already included in the *Motor Vehicle* block. Safety briefing form was updated. Louis Ingram made a **motion** to accept the proposed revisions. Randy Shepherd **seconded. Motion carried.**

Sheriff’s Responsibilities: Detention Duties: Revisions include updating verbiage surrounding mental illness, development disabilities, etc. Nancy Bennett made a **motion** to accept the proposed revisions. Louis Ingram **seconded. Motion carried.**

Rapid Deployment: Revisions include adding the statement, “**The lead instructor and each participant must sign and date the safety briefing form. The instructor shall retain signed copies of the forms in the student’s permanent file** signifying that the participants have reviewed and understood the safety...” as well as the addition of the instructor signature on the safety briefing form. Randy Shepherd made a **motion** to accept the proposed revisions. Mack Creson **seconded. Motion carried.**

NEW BUSINESS

Basic Law Enforcement Training Revision Committee Policy (Revised)

IV. Procedures: (last paragraph) “Upon receiving or determining a recommended curricula change, the chairperson shall request a proposal for the suggested change and then take a formal vote of the Committee members to determine if the recommended curricula change should occur. A majority vote of the members present must be obtained in order to make such curricula changes. **On occasions where it is not feasible to meet physically, or perhaps not economical, the voting process will be conducted electronically as described above.**” (Additional revision not included on CD – provided to members at the meeting) – Revision made to allow for electronic vote when there is not enough agenda items to warrant a meeting. This would allow for handling minimal, minor items electronically without the need for travel. Steve Warren made a **motion** to accept the proposed revisions to the Revision Committee Policy. Randy Shepherd **seconded. Motion carried.**

First Responder Curriculum Review Committee

Mrs. Fisher would like the BLET Revision Committee to put together a subcommittee to review the *First Responder* block of instruction. Seems to be a lot of information that may or may not be relevant to the officer’s job functions; i.e., digestive system, respiratory system, etc. Mrs. Fisher will also work with the committee to review this block to provide input and compare the task analysis with the items that are relevant to the officer’s job performance with what is included in the training objectives in the lesson plan. This review could possibly result in an increase or reduction in hours. Consideration of incorporating information from other topics, such as the *First Five Minutes*, into this block as well. Once the subcommittee is ready to make recommendations, they can present their recommendations to the BLET Revision Committee for possible approval. Mrs. Fisher would like recommendations from the Members for the subcommittee. Mack Creson was in agreement and provided a possible contact.

Ethical Dilemmas (Recommendation from the DOJ Attorney staff)

There are various blocks in BLET where the instructor notes portion of the lesson plan talks about “To promote and facilitate law enforcement professionalism, three ethical dilemmas...” It was recommended for consideration to include the correct answers for the instructors to these ethical dilemmas.

- * Jason Godwin and Steve Warren are in agreement that they do not feel that there is a “set” response.
- * Wrenn Johnson added that what makes it an ethical dilemma is that there might not be necessarily a right answer. Pretending like there is a right answer is going to confuse a young officer when that their current situation is different.
- * Randy Shepherd inquired about the possibilities of providing a list of things to consider instead.
- * Louis Ingram stated that circumstances that require you to address what the issue is make it difficult to pinpoint the correct answer. There are too many variables to consider.

Mrs. Fisher inquired if the Committee would like to add language, such as the purpose of the ethical dilemmas is to encourage class discussion. The lesson plan reads: “To promote and facilitate law enforcement professionalism, three (3) ethical dilemmas are listed below for classroom discussion. At their discretion, instructors must provide students with each ethical dilemma listed below. Sometime during the lecture instructors should ‘set the stage’ for the dilemma prior to taking a break. Instructors are encouraged to develop additional dilemmas as needed.” Mack Creson made a **motion** to leave the language in the lesson plan as is. Louis Ingram **seconded. Motion carried.**

New Supplement to the North Carolina Crimes 7th ed. – Bookstore has advised that there is a new edition available.

Curriculum Revisions

Mrs. Fisher has had several inquiries over the past year about what the actual revisions were to the curriculum; school directors wanting to know what the changes were, although a memo is sent out with a very brief description of what the revisions are. Would it be helpful if a single pdf document including all lesson plan revisions (just like that on the disc that was provided to the revision committee) was included on the final BLEET disc? It would be titled something like “Drafts of curriculum revisions;” adding an additional pdf file onto the CD. It would contain the red text and strikethroughs; the mark-ups. Several members advised that it would be helpful. **It will be added starting with the January 2015 revision cycle.**

Skills Forms

A request from a CJ Standards field representative, Bob Beck, regarding the need for a skills performance evaluation form was received. Currently, there is no form created for these. Mr. Beck’s particular skills reference was to the *In-Custody Transportation* block; waist-chains, handcuffs, and leg-restraints. Would the Committee like to see an evaluation form created for these-type skill sets? Wayne Lamm and Steve Warren feel that we should go forth as is. Wayne Lamm made a **motion** to go forth as is. Randy Shepherd **seconded**. **Motion carried.**

DIVISIONS’ REPORTS

Criminal Justice Standards Division Report (Trevor Allen)

- Changes could be coming removing exam hours from the curriculum
- Time to test after completing the course and then to retake – what is being recommended is within 60 days
- Short-handed on staff has resulted in delays in processing certifications, but the process should be improving.
- Mr. Michael Register provided an update on the community college inspections.

Legal Counsel’s Report

- No report. Dave Shick was unable to attend.

Sheriffs’ Standards Division Report

- No report. Autumn Hanna was unable to attend.

OTHER BUSINESS

Future Meeting Dates/Locations

- July 11, 2014 – Fayetteville Police Department, Fayetteville, NC
- October 10, 2014 – Morehead City Police Department, Morehead City, NC

Adjournment

Steve Warren made a **motion** that the meeting be adjourned. Randy Shepherd **seconded**. **Motion carried**. Meeting adjourned at 12:00 p.m.

Respectfully submitted,

Date:

Janet Dunn
Program Assistant
North Carolina Justice Academy

April 30, 2014